

## **Personal Services Contract Pilot Program HR Forum – Meeting Summary 11/14/03**

Agenda – Joi Simpson, DPA Program Coordinator, reviewed the purpose and conditions of the pilot program; the necessity and process for agencies to assess their contracting programs before granting personal services waivers, and how to handle pre-approvals on solicitations. Twenty-seven representatives attended the forum from 12 different agencies participating in the pilot program this fiscal year to discuss issues and their potential solutions.

Key Points – Several of the agencies did not fully understand the expectations surrounding the existing DPA approved program waivers and the agencies' ability to grant their own internal program waivers. The existing waivers had been extended until November 15, 2003, to give the participating agencies time to assess their contracting patterns and approve their own waivers. Some were unsure of the necessity to review their total contracting needs and be able to understand potential problem areas with waivers. Some also need more examples of waiver contents, the historical issues surrounding their types of contracts, and what the process should be for pre-approving solicitations. Questions also arose on the types of information being reviewed by DPA during the planned audits.

Major Agreements Reached – The following summarize the decisions made by the forum.

- Participating agencies need to assess and better understand their contracting needs and issues prior to issuing program waivers. They will need to document the assessment process they perform and furnish DPA/DHR a copy of the results of that analysis before they grant their own internal program waivers.
- When reviewing types and amounts of contracts to be included in an agency's internal program waiver, assessments should include, at a minimum: do the contracts always fall within approvable criteria; the extent and nature of any impact on the state personnel system; the amounts and types of contracted services; and the necessity for using personal services contracts.
- Agencies may immediately approve program waivers (without the requisite assessment) for the ten types of contracts listed in the pilot conditions and criteria, as shown in that document on the DHR website.
- For agencies desiring to continue their existing DPA program waivers, those will be extended through June 30, 2004, or whenever an agency grants their own waiver, whichever occurs first.
- All participating agencies will need to complete this assessment prior to July 1, 2004, or they will be faced with reviewing all personal services contracts thereafter.
- Agency program waivers must be approved/issued by the department HR administrator.
- The statewide forms cannot be modified; agencies were urged to submit recommended improvements or an electronic version to Joi.
- DPA will furnish participating agencies with: an example of a solicitation pre-approval document, a sample of content for program waivers (already on the DHR website), auditing standards and measures planned to be used (this is on the DHR website under "Human Resource Audits" and Personal Services Contracts).
- Historical issues with specific agency contracts can be obtained from Joi on an individual basis.

Future Meetings – The group expressed interest in continued meetings on a monthly basis, at least for the next three months, preferably at an outlying location to reduce travel and parking difficulties. CDOT, Ft Logan, and Red Rocks Community College volunteered to host future meetings on the second Friday morning each month. Potential agenda items should be forwarded to Joi at least one week in advance of the meeting. CDOT (Steve Chavez) announced that they would be developing an internal training process and others were invited to participate in that effort.

**Next Meeting: Friday, Dec 12<sup>th</sup>. at Red Rocks Community College in room #2301, starting at 9:00 am. Probable agenda items include: pilot year-end evaluation tool and using a contract tracking system.**